

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				I. CONTRACT ID CODE J		PAGE OF PAGES 1 12	
2. AMENDMENT/MODIFICATION NO. 0002		3. EFFECTIVE DATE 22-Jan-2002		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO.(If applicable)	
6. ISSUED BY USACE, FT. WORTH DISTRICT 819 TAYLOR STREET FORT WORTH TX 76102-0300		CODE DACW63		7. ADMINISTERED BY (If other than item 6)		CODE	
				See Item 6			
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)				X		9A. AMENDMENT OF SOLICITATION NO. DACW63-02-T-0043	
				X		9B. DATED (SEE ITEM 11) 17-Jan-2002	
						10A. MOD. OF CONTRACT/ORDER NO.	
						10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Revised Bid Schedule and 2002 Scope of Work - Contract Gate Attendants Canyon Lake Office and Work Schedule (Appendix A) are attached and are hereby incorporated into solicitation. Revision due to the addition of North Park Closing Date of 30 January remains unchanged.							
<small>Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.</small>							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
_____ (Signature of person authorized to sign)				BY _____ (Signature of Contracting Officer)		22-Jan-2002	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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Furnish all labor and equipment to provide Gate Attendant Service for Canyon Lake, Canyon, Texas in accordance with the attached Scope of Work.

For Information contact: Brad Campbell or Judd McNett, 830/964-3341

0001	Potter's Creek Park - A-Shift Base Year - 01 April thru 30 September 2002	133.00	Days	\$ _____	\$ _____
0001A	Potter's Creek Park - A-Shift Option Year I - 01 April thru 30 September 2003	134.00	Days	\$ _____	\$ _____
				Total Base + Option	\$ _____
0002	Potter's Creek Park - B-Shift Base Year - 01 April thru 30 September 2002	134.00	Days	\$ _____	\$ _____
0002A	Potter's Creek Park - B-Shift Option Year I - 01 April thru 30 September 2003	135.00	Days	\$ _____	\$ _____
				Total Base + Option	\$ _____
0003	Jacobs Creek Park - B-Shift Base Year - 01 April thru 30 September 2002	134.00	Days	\$ _____	\$ _____
0003A	Jacobs Creek Park - B-Shift Option Year I - 01 April thru 30 September 2003	135.00	Days	\$ _____	\$ _____
				Total Base + Option	\$ _____
0004	Canyon Park - B-Shift Base Year - 01 April thru 30 September 2002	139.00	Days	\$ _____	\$ _____
0004A	Canyon Park - B-Shift Option Year I - 01 April thru 30 September 2003	135.00	Days	\$ _____	\$ _____
				Total Base + Option	\$ _____

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005	Canyon Park Beach - A-Shift Base Year - 01 April thru 30 September 2002	84.00	Days	\$ _____	\$ _____
0005A	Canyon Park Beach - A-Shift Option Year I - 01 April thru 30 September 2003	82.00	Days	\$ _____	\$ _____
				Total Base + Option	\$ _____
0006	Cranes Mill Park - A-Shift Base Year - 01 April thru 30 September 2002	133.00	Days	\$ _____	\$ _____
0006A	Cranes Mill Park - A-Shift Option Year I - 01 April thru 30 September 2003	134.00	Days	\$ _____	\$ _____
				Total Base + Option	\$ _____
0007	Cranes Mill Park - B-Shift Base Year - 01 April thru 30 September 2002	134.00	Days	\$ _____	\$ _____
0007A	Cranes Mill Park - B-Shift Option Year I - 01 April thru 30 September 2003	135.00	Days	\$ _____	\$ _____
				Total Base + Option	\$ _____
0008	North Park - B-Shift Base Year - 01 April thru 30 September 2002	177.00	Days	\$ _____	\$ _____
0008A	North Park - B-Shift Option Year I - 01 April thru 30 September 2003	177.00	Days	\$ _____	\$ _____
				Total Base + Option	\$ _____

Notes to Bidders:

1. This solicitation will result in eight (8) contract awards.
2. Quantity amounts are Estimates only.
3. Bidders are to bid on **only** on parks they are interested in.
4. Bidders must bid on Option Year to be considered for award.

5. Bidders are requested to send one completed solicitation to the **each** of the following addresses:

USACE, Ft. Worth
Attn: CESWF-CT-S (Cathy Nelson)
819 Taylor Street, Room 2A19
P. O. Box 17300
Fort Worth, TX 76102-0300
Fax: 817/886-6403

USACE, Ft. Worth
Canyon Lake Office
Attn: Brad Campbell or Judd McNett
601 COE Road
Canyon Lake, TX 78133-4129
Fax: 830/964-2215

Award will be based upon the best value to the Government.

CLAUSES INCORPORATED BY REFERENCE:

52.222-3	Convict Labor	AUG 1996
52.222-21	Prohibition Of Segregated Facilities	FEB 1999
52.222-26	Equal Opportunity	FEB 1999
52.222-35	Equal Opportunity For Disabled Veterans, Veterans of the Vietnam Era and Other Eligible Veterans	DEC 2001
52.222-36	Affirmative Action For Workers With Disabilities	JUN 1998
52.222-37	Employment Reports On Special Disabled Veterans, Veterans Of The Vietnam Era and Other Eligible Veterans	DEC 2001
52.222-41	Service Contract Act Of 1965, As Amended	MAY 1989
52.225-13	Restrictions on Certain Foreign Purchases	JUL 2000
52.228-5	Insurance - Work On A Government Installation	JAN 1997
52.232-33	Payment by Electronic Funds Transfer--Central Contractor Registration	MAY 1999
52.233-3	Protest After Award	AUG 1996
52.243-1 Alt II	Changes--Fixed-Price (Aug 1987) - Alternate II	APR 1984
252.242-7000	Postaward Conference	DEC 1991

CLAUSES INCORPORATED BY FULL TEXT

2002 SCOPE OF WORK - CONTRACT GATE ATTENDANTS

CANYON LAKE OFFICE

For the upcoming summer season at Canyon Lake, eight gate attendant contracts will be advertised: two contracts each at Potters Creek and Crane's Mill parks, one at Canyon Park, one at Canyon Park Beach, one at Jacob's Creek Park, and one at North Park. All gate attendant contractors will reside in their assigned parks where they will work five days per week (except Canyon Park Beach day use area - a resident site is not provided for this park and both shifts are less than five days per week). The attendants will be expected to collect user fees, provide visitor assistance, give out information, and provide other services that are explained in the General Contract Provisions. All gate attendant contractors shall provide their own street legal vehicles and associated transportation costs. Further description of the hours and days to be worked for each specific contract are given in the attached "Work Schedule". Descriptions of the park areas are included in the section titled "Recreation Area Descriptions". The word "Government" refers to the Government of the United States of America, and any agency thereof. "Lake Office" refers to the U.S. Army Corps of Engineers, Canyon Lake Office.

A. Scope of Work and Contractor Responsibility:

1. **RESIDENCE:** Attendants will be required to furnish a residence trailer, motor home or other RV vehicle as described in the general conditions. These attendants (unless otherwise noted) will be required to live on-site during their workweek.
2. **SURVEILLANCE:** All attendants will be required to maintain a 24-hour surveillance of the assigned park by working and residing in the park at least during their assigned work days (except at Canyon Park Beach). All attendants will be allowed to remain at the living site during their days off if they wish. Attendants will occupy and be on duty in the fee booth/park gatehouse according to the hours and days listed on the attached "Work Schedule". "On duty" times listed on the schedule are defined as the time when at least one adult will occupy the fee booth/gatehouse and perform the duties listed below. During the "peak hours" listed in the schedule, two adults will be on duty at the gatehouse as a minimum requirement. If attendants elect to remain in the park on their days off, they are not expected to provide any service except to respond to emergency calls from any source.
3. **MEETINGS:** The contractor and all attendants will be required to attend meetings at the lake office during the first week of the contract period, and at other times deemed necessary during the contract period at dates and times to be determined by the lake manager. During these meetings, policies and work responsibilities will be discussed plus pertinent questions will be heard and answered by the lake manager and his staff. Attendance at these meetings is mandatory and is considered "on duty" time for the

contractor and attendants.

4. **USER FEES:** Collect user fees in the assigned park from campers and day users during the contract period as stated on the attached schedule. The attendants will be required to provide and have sufficient cash on hand each day to make change for campers who purchase user fee permits. Attendants will collect all fees at the gatehouse and will **NOT** be required to drive through the park to collect fees at campsites. Fee collection responsibilities are described in the general contract provisions. All user fees collected must balance with the fee value of user permits issued and the contractor will be required to reimburse the government for any unexplained shortages or questionable losses of collected monies considered as valid fees. Each week, the contract gate attendant is responsible for safe keeping of collected monies (fees) until received by a collection contractor. A written receipt will be issued after monies are accounted and received in this manner. Shortages in funds or permits issued will be documented at this time.

5. **GROUP SHELTERS:** Contractor will be responsible for maintaining a list of group shelter reservations, collecting fees, and issuing and collecting keys (or divulging lock combinations) on road gate locks for group shelters located in Canyon Park and Potter's Creek Park.

6. **VISITOR ASSISTANCE:** The contractor will exercise tact, diplomacy, and courtesy at all times when dealing with the public. Instances of discourtesy or repeated distribution of nonfactual information will not be tolerated. Contractor will advise campers of quiet hours (10PM until 6AM daily) as they enter the camping area. Contractor will distribute informational brochures, park rules and regulations.

7. **GATE OPERATION:** All gate attendants in camping areas will be required to open park entrance gates at 7AM and close the gates at 10PM daily at their assigned park. The park exit gates in camping areas will be left open at all times. All gate attendants in day use areas will be required to open park entrance gates at 7AM and close the gates at sunset daily at their assigned park (except at Canyon Park Beach day use area - this area will be open from 1:00PM - sunset on weekdays and from 7:00 a.m. - sunset on weekends and holidays). The park exit gates in day use areas will be left open at all times when visitors are present in the day use area. It will not be required of any of the gate attendants to open or close the gates on their day-off. **SPECIAL NOTE:** Attendants at each day use park will be required to tour the park each evening, inform visitors of park closure time, and close park exit gates when all visitors have exited. Gate attendants at North Park will be required to perform these tasks at nearby Overlook Park (approximately 3 miles from North Park). If a visitor cannot be contacted and informed of park closure, attendant will return to gatehouse and notify the on-duty ranger to complete the closure. **Exit gates will not be closed and locked if any visitors are left in the park area.**

8. **REPORTING:** The contractor will promptly report all accidents involving property damage and/or personal injury in the park to Corps rangers. Contractor will report all known disturbances to Corps of Engineers Park Rangers immediately, or in the event you are unable to communicate with them, contact local law enforcement officers. All communications with law enforcement officers will be reported to Corps personnel as soon as practical. Attendants will not attempt to apprehend any violators.

9. **GOOD HEALTH AND PHYSICAL ABILITY:** Since long hours during each duty day are required for the job, it is recommended that attendants be in good health. Also working long hours in excessive heat, cold or other adverse weather may be required. Gate attendants should be able to converse in English and comprehend the spoken word in normal conversational tone. Should the gate attendant become ill, he/she is responsible for notifying the ranger on duty that day.

10. **PARK INSPECTIONS:** Gate attendants will be required to make a minimum of two (2) vehicle tours of the open park during their workshift. All gate attendant contractors are responsible for providing their own street-legal vehicles or bicycles and associated transportation costs. **NOTE:** Additional tours will be required to check on visitor complaints and to **ensure visitors comply with park closure regulations (day use parks and North Park only - see #7, gate operations)**. During all tours, attendants will accomplish the following duties:

- a. Assist visitors with any problems arising from government-owned facilities/utilities such as water, electricity, tables, trailer pads, cookers, restrooms, etc.
- b. Check visitors for valid user permits.
- c. Ask visitors to comply with park rules without further attempt to enforce those rules.
- d. Check conditions of the park, reporting conditions such as excessive litter, vandalism, broken facilities, etc.
- e. May be required to keep a daily log of times when each tour is completed.

11. **RECORDS:** Gate attendants may be asked by Corps personnel to keep logs of times when government contractors (i.e. cleaning, mowing, etc.) enter and exit the campgrounds.

12. **TELEPHONE:** The contractor may provide a personal telephone and extension cord to connect to an existing phone jack located at the gate attendant's trailer site. The attendant may contact Guadalupe Valley Telephone Cooperative, Inc. (1-800-835-4827) which services the park area to have the phone connected to his/her mobile residence. The gate attendant will be responsible for all connection charges, monthly service charges, security deposits, long distance charges, and all other related charges or fees for such service. The government is not expected to provide a telephone or telephone service for the residence. No cost for such telephone or service may accrue to the government. Telephone service for local calls only may be provided in the gatehouses. A public pay phone is located at the entrance to the parks (as of the time these specifications were

written).

13. **MAIL:** Contractor should establish his/her own post office box at post offices, or at a rural mail box (on postal contract route) set up at residence site. No personal mail may be received at the U.S. Army Corps of Engineers offices.

14. **INVOICING:** Submit a monthly invoice to the designated billing office as instructed in the Invoice Memorandum inside your "Red Book". See block 15 of the DD Form 1155 (Contract) for the mailing address.

15. **SUPPLIES:** Supplies will be issued and delivered weekly. Their content will be based on the order form filled out by gate attendants. If extra supplies are needed or supplies run out before delivery, an appointment with the field office must be made if gate attendants desire to pick up supplies at the field office.

16. **CARE OF GATEHOUSE:** Gate attendant contractor and employees shall be responsible for the cleaning of the interior/exterior of the gatehouse building. The government will provide janitorial supplies and hand tools for use by the contractor to care for the premises. Minimum cleaning is one time per week.

B. Government Responsibilities:

1. The government (U.S. Army Corps of Engineers) will provide the following to the contractor for use during this contract period:

a. A site for the self-contained travel trailer or motor home which includes electricity and water hook-ups, sewage holding tank, and trash pick-up service at no charge to the contractor or his/her employees (not provided at Canyon park Beach). There will be no cost for these utilities connected to one residence unit only.

b. Writing pens, notebooks, user fee permits, transaction receipts, and handout materials such as information pamphlets, park rules, park maps, and other handouts as needed.

c. Uniform vests and name tags for identification purposes for the contractor and each individual employed by the contractor to be worn on duty.

d. A two-way radio to be permanently mounted in the park gatehouse that will enable communication with Corps rangers when on duty. Attendants are responsible for correct and proper use of the radio. The government may or may not provide a telephone in the gatehouse.

e. Microcomputer system or cash register for use in the AUPS or NRRS recreation fee collection programs. A cash register for collection of recreation fees in day use parks.

2. A government contractor will remove all solid waste from the furnished sewage holding tank. However, gate attendant is required to inform Corps rangers at times when tank needs to be emptied.
3. The government will perform necessary maintenance to the gate station complex including repairs to gatehouse, utilities, electronic equipment, etc.

C. Other Information and Job Requirements:

1. Prospective bidders not familiar with the job site are encouraged to visit the project or discuss the contract with project employees before submitting a bid. Some of the parks on Canyon Lake are larger and carry more public use than others and therefore may require more intense work individually. For additional information contact:

Canyon Lake Office
Attn: Park Rangers Brad Campbell or Judd McNett
601 C.O.E. Road
Canyon Lake, TX 78133-4112
Telephone - 830/964-3341

2. **TRAVEL:** Travel distances from the various parks to the lake office at Canyon Dam will range from five (5) to ten (10) miles one-way.

3. **SAFETY:** All government employees and contractor personnel are required to work safely. This will include driving vehicles or other activities. Unsafe conditions, either in parks, on equipment or inside any government area, whether a danger to project personnel, contractor personnel, or the visiting public will be reported immediately to the project manager. Any accident or personal injury will also be reported immediately to the Lake Manager at the lake office (telephone: 830-964-3341 or 964-3660).

4. **SECURITY:** All government employees and contractor personnel have a responsibility for security of public facilities. Generally, the contractor will report items that may have locks removed, gates left open, lost or stolen items, or missing property. However, any item that may be considered a risk to the public, the government interest, or project personnel will be reported immediately to Lake Manager or ranger on duty. Failing contact with a lake manager or ranger, the situation should be reported to the Comal County Sheriff's office (telephone: 885-4883) in New Braunfels.

5. **SMOKING:** All gatehouses are designated as no smoking areas. No one will be allowed to smoke tobacco products at any time or cause smoke to pollute the air and property inside the gatehouses.

6. **PETS:** Pets will not be allowed in any gatehouses.

7. **LOCKED DOORS:** All contract gate attendants will be responsible for keeping their respective gate house doors locked at all times.

D. Recreation Area Description:

1. Cranes Mill Park is located in Comal County at Canyon Lake, approximately 27 miles northwest of I-35 and New Braunfels, TX, just off FM 2673 (south side of lake). Crane's Mill Park contains approximately 51 primitive camping sites. This park contains a free fishing pier area, a marina, and a boat ramp in the fee area. This park is popular with fisherman and boaters. Park entrance gatehouse is located across the street from gate attendant pad site.

2. North Park is located in Comal County at Canyon Lake, approximately 2 miles west of FM 306 on the north side of the lake. North Park (35 acres) contains about 20 campsites. North Park is a camping-use area only. Day use is not allowed in North Park. Restroom facilities are provided. This park is very popular with SCUBA divers. The park entrance gatehouse is located across the street from the gate attendant pad sites. Park entrance gatehouse contains air conditioning and heat.

3. Jacobs Creek Park is located in Comal County at Canyon Lake, approximately 2 miles west of FM 306 on the north side of the lake. Jacobs Creek Park (33 acres) contains about 50 picnic sites. Jacobs Creek Park is a day-use area only. Camping is not allowed in Jacobs Creek Park. Restroom facilities and boat ramps are provided. This park is very popular with catamaran sail boaters. Park entrance gatehouse is located across the street from the gate attendant pad sites. Park entrance gatehouse contains air conditioning and heat.

4. Canyon Park is located in Comal County at Canyon Lake in south-central Texas, approximately 19 miles northwest of I-35 and New Braunfels, TX, just off FM 306 (north side of lake). The park consists of 465 acres. There is a commercial marina and restaurant, a sanitary dump station, 3 group shelters, and 2 boat ramps. This park is popular with families. Camping and day-use are separated.

a. **Camping Area:** The camping area of Canyon Park contains 150 Class B campsites. This area does not contain electrical hookups for camper use. Restroom facilities are provided. Camping entrance gatehouse (without restroom facilities) is located less than 600 feet from gate attendant pad sites.

b. **Day Use Area:** The day-use area contains about 25 picnic sites and a beach. Portable restroom facilities are provided at the gatehouse. Gate attendant pad sites are not provided.

5. Potters Creek Park is located in Comal County at Canyon Lake in south central Texas, approximately 24 miles northwest of I-35 and New Braunfels, TX, off FM 306 (north side of lake). The park consists of 320 acres. There are 109 sites with 50 amp electricity and water, 10 sites with 30 amp electricity and water, seven screened shelters, five large family sites, rest rooms with showers and flush toilets, a sanitary dump station, a group shelter, a beach, and 2 boat ramps. This park is popular with families. Camping entrance gatehouse is located less than 200 feet from gate attendant residence sites. The gatehouse is equipped with central heat and air conditioning and restroom facilities.

6. Comal Park is located in Comal County at Canyon Lake in south central Texas, approximately 24 miles northwest of I-35 and New Braunfels off of FM 2673. Comal Park is a day use area and has a developed swimming beach, playground, 2 boat ramps, picnic sites, and restrooms with flush toilets. One gate attendant pad site (A shift) is located approximately 200 feet from the gatehouse. The other pad site is located approximately 1/4 of a mile from the gatehouse within the confines of the park. The gatehouse is equipped with central heat and air conditioning and restroom facilities.

2002 GATE ATTENDANT WORK SCHEDULE **CANYON LAKE PROJECT (APPENDIX A)**

Base year terms of the contracts will be from 01 Apr 2002 to 30 Sept 2002 for **Crane's Mill, Jacob's Creek, and Potters Creek** parks, from 28 March to 30 Sept 2002 for **Canyon Park**, from 29 March to 30 Sept for the **A shift at Canyon Park Beach**, and from 31 March to 30 Sept 2002 for the **B shift at Canyon Park Beach**. These contracts include one option year that will be from 01 April 2003 to 30 September 2003.

All gate attendant contractors will reside in their assigned parks where they will work five days per week (except at Canyon Park Beach).

Throughout the contract, attendants will be required to work on all weekend days and any federal holidays that do not fall on their scheduled day off.

At Canyon Park Beach, an extended-hours schedule will be in effect on Fridays and/or Mondays associated with major holidays.

Information and Instructions toward Work Schedule:

1. The above clock times are "On Duty" times per designated duty day each week. During these hours, at least one adult is required to occupy and operate each gatehouse's fee booth at the park entrance. The remaining hours on an "On Duty" day are hours when at least one adult is required to remain in the area of their respective gate attendant residence site so as to be available to assist campers in emergency need.
2. The day "OFF" (not on duty) is a 24-hour period in which attendants will be allowed to leave the area if they wish. If attendants elect to remain in the park on their day/s off, they are not expected to provide any service except to respond to emergency call from any source.
3. During "Peak hours," two adults will be required to occupy and operate each fee booth at a gate station.
4. If conditions warrant, the Reservoir Manager has the authority to change days off or times if necessary. However, the total numbers of on-duty hours per day for a contractor may not be changed except by the Government's Contracting Officer. Duty schedule is subject to change with one-week (7 days) advanced notice.